

TOWN OF CONCORD

APP #26

Guidelines for Placement of Names on War Memorials

The following guidelines have been established and jointly adopted by the Board of Selectmen and Town Manager, pertaining to the placement of names on the war memorials of the Town of Concord. Generally names are added to honor and remember those who have fallen in times of conflict in service to their country. These guidelines are established in order to identify specific parameters by which names should be added in memoriam. The guidelines shall also identify the process by which names of fallen veterans are considered and approved for placement.

- 1) When any resident, the Veterans' Agent or the Town Manager's Office becomes aware of a fallen veteran who may qualify for placement on a war memorial, the matter shall be reviewed fully by the Veterans' Agent in consultation with the Town Manager or his/her designee.
- 2) In determining whether it is appropriate to add a fallen veteran's name to a war memorial, the Veterans' Agent shall consider the following factors:
 - a) Place of residence at time of enlistment or draft;
 - b) Substantial roots in the Concord community (e.g. place of birth; length of residence; activity in the community, including schools attended; family presence in the community; and burial in Concord).
- 3) Death must have occurred, or have been the direct result of injuries suffered during a war or military conflict declared by the President of the United States.
- 4) The final determination shall be made in writing by the Veterans' Agent in consultation with the Town Manager, and based upon above factors.
- 5) The written determination of the Veterans' Agent, after actual notice to the family, may be appealed to the Board of Selectmen within 30 days of the date of the determination, upon which the Selectmen shall consider and vote upon the matter at an open meeting of the Board.
- 6) Logistical issues (such as timing, funding, specific location on a war memorial, etc.) shall be the responsibility of the Town Manager's Office.

Adopted by the Town Manager and Board of Selectmen this 1st day of December, 2003.

For the Board

Town Manager